Instructions
Renewal Applications for a License to Carry a Concealed Deadly Weapon
(Delaware Residents Only)

In order for your renewal application for a license to carry a concealed deadly weapon to be processed, the following steps must be completed:

1. **Photographs**
   - Include two (2) color passport-style photographs of the applicant.
   - Photograph must be taken within the six-month period immediately preceding the filing of the application.

2. **Filing fee of $65.00 must be paid at the time of filing.**
   - If application is hand delivered to the Prothonotary's Office, Cash, Money Order or Personal Check, made payable to "**PROTHONOTARY**" will be accepted.
   - Cash payments are not accepted by mail. Applications filed by mail shall NOT include cash. Applications filed by mail must include either a Money Order or Personal Check made payable to "PROTHONOTARY."

3. **Renewal Applications**
   - Renewal applications may be filed as early as January 2nd of the renewal year.
   - You must file the renewal application and **a duplicate copy**.
   - Applications must be notarized. A notary is available at each Prothonotary's office. (There is no fee for this service)
   - You may hand deliver your application to the Prothonotary's Office, or
   - If all the requirements are met, mail to the Prothonotary's Office in the County in which you reside.
   - If an application is mailed or hand delivered to the Prothonotary's Office and a printed receipt is needed, please provide a self-addressed stamped envelope.

New Castle County Prothonotary's Office CCDW Permit 500 N. King Street, Suite 1500 Wilmington, DE 19801-3704 Contact Phone: (302) 255-0557	**Kent County Prothonotary's Office** CCDW Permit 38 The Green Dover, DE 19901 GPS Address 414 Federal Street Dover, DE 19901 Contact Phone: (302) 735-1901	**Sussex County Prothonotary's Office** CCDW Permit 1 The Circle, Suite 2 Georgetown, DE 19947 Contact Phone: (302) 856-5252
You may be contacted by a representative of the Attorney General's Office for a personal interview.		